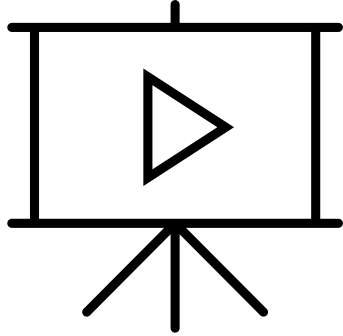


HomeBASE Monthly Training



Trainings



- Thank you for coming
- We will be recording today's session!

For All Re-Housing Tools and Resources:
www.mass.gov/ReHousingPortal

What is HomeBASE?





HomeBASE provides an **alternative response to shelter** through **flexible financial assistance for housing and stabilization** with the goal of **rapidly ending homelessness and increasing economic self-sufficiency.**





HomeBASE is...

- 🏠 **A rapid rehousing program designed to support low-income families to secure long term housing stability.**
- 🏠 **Overseen by the Executive Office of Housing and Livable Communities**
- 🏠 Available to:
 - 🏠 **Families experiencing homelessness** who also qualify for Emergency Assistance (EA) temporary shelter
- 🏠 **Administered regionally by non-profit Regional Administering Agencies (RAAs), in coordination with certain EOHLC staff**

HomeBASE Assistance



HomeBASE Assistance

HomeBASE provides a financial benefit of up to \$45,000.00 over a 36-month period to help families experiencing homelessness stabilize their housing situation.

- ❑ *Short-term Housing Assistance*
- ❑ *Targets families who are eligible for EA Emergency Family Shelter to quickly find stable housing*
- ❑ *Benefit up to \$30,000 in Y1 + Y2 and \$15,000 in Y3*


For additional information on the HomeBASE Program see:

- [HomeBASE flyer](#)
- Rapid Re-housing [Portal](#)
- [HomeBASE FAQs](#)

HomeBASE FAQs

The HomeBASE FAQs provide guidance on:

- Eligible uses of HomeBASE funding
- Lease start dates
- Benefits distribution and rental stipend calculations
- Document gathering for the HomeBASE application
- Landlord communication
- Timeline for application submission and processing
- Other HomeBASE topics



Executive Office of Housing and Livable Communities
HomeBASE FAQs Reference Document | Last Updated: 11/1/2024

HomeBASE FAQs

Table of Contents

1. [HomeBASE Award Limits, Distribution of Funds, & Allowable Expenses](#)
2. [HomeBASE Application Documents & Requirements](#)
3. [Application Status & Processing](#)
4. [Application Approval & Family Move-in](#)
5. [Other Questions](#)

HomeBASE Award Limits, Distribution of Funds, & Allowable Expenses

Question #1: How much HomeBASE funding may families receive?

The HomeBASE benefit allows for access of up to \$30,000.00 within a 2-year (24-month) period and up to \$15,000.00 for an optional 3rd year of assistance based on need, to rapidly rehouse families and resolve homelessness.

Question #2: Who is eligible for the 3rd year of assistance? How can a family access Year 3 funding?

Following the initial 2-years (24 months) of HomeBASE assistance, families who continue to meet

Eligible Payment Types



Incentive Payments (up to 50% of costs)

HomeBASE funds may be used for incentive payments paid to:

- Renters who wish to host an EA family (with permission) or homeowners who wish to allow an EA family to move in with them
 - Host Renters: A host renter's landlord must provide written, notarized confirmation of additional occupants to host. HomeBASE assistance may cover up to 50% of the sublet rental cost for the EA family.
 - Host Homeowners: HomeBASE assistance may cover up to 50% of utilities/monthly mortgage costs to the homeowner hosting an EA family; this is determined according to the assistance requested by the host homeowner. The homeowner must provide safe living space and adequate bedrooms per family.
- Households in co-share lease arrangement
 - In a co-share arrangement, the HomeBASE participant must pay equal proportion of the monthly costs as the family they are co-sharing with.
- Landlord bonuses to execute a lease (= 1 month rent)

Rental Stipends

- Partial rent or co-share contribution (family must pay minimum of 30%+ of gross income toward rent share)
- Paid directly to property owner (who is informed of rules, benefit type, and level of assistance)
- Rental Stipends: NOT for subsidized housing or out- of -state moves

Furniture, Utilities, and Debt

- To maintain or establish tenancies
- Covers furniture Beds/Cribs (Children 14 and younger: crib or twin bed; children 15-17: twin or full Bed; single or adult couples 18 or older: full or queen bed) Kitchen or dining table, kitchen or dining chairs. (\$2,500 cap & type restrictions/exceptions applies); Families can request a waiver. Can be used for outstanding debt (rent/utility arrears); if the arrears are preventing the family from moving into the new unit or from renewing the current lease; capped at \$5,000



Eligible Payment Types

Moving Assistance (requires lease/availability verification)

- In-state: first/last/security, storage, moving vans, bus tickets
- Out-of-state: covers bus/air travel
 - no ongoing assistance (lifetime cap of one-time HomeBASE use)
 - requires most economical strategy by providers
 - One move per 24 months (exception for no fault subsequent move)
- Out of country moving costs are NOT eligible
- Broker fees (additional conditions)

Education, employment, other goals

- Needs EOHLC approval
- To meet stabilization goals and requirements related to education, employment, or training
- Payments directly to vendor/third party

HomeBASE Required Documentation



Stabilization and Participant Agreement

- HomeBASE Data Collection Summary Form
- Stabilization Agreement Program Participant Obligations
- Voluntary Authorization to Release Information
- Appeal Rights
- Single Incident Reasons for Termination Form
- **Only required if the family is moving into a co-living arrangement:**
HomeBASE Host Family or Guest Household Assistance Agreement

HomeBASE Checklist

- Signed Lease
- Breakdown of Funds *(see the Rental Stipend Calculator tool for guidance)*
- Proof of EA Eligibility
 - EA Provider Shelter Letter *(for families entering HomeBASE from EA shelter; must include the date the family entered shelter, and family members on the grant)*
 - NFL-9A *(for families entering HomeBASE from Diversions)*
 - Shelter letter *(letter confirming family was residing in shelter and is now leaving – DV/BSAS referrals only)*

Case-dependent required documents. The following documents are only required in specific cases where HomeBASE is being used for the noted expenses. These documents need to be uploaded into E2E if applicable.

- Rent share letter from a housing subsidy provider *(if applicable)*
- Proof of arrears from a landlord or utility provider *(if applicable)*
- Furniture invoice *(if applicable)*
- HomeBASE Host Family/Guest Household Agreement *(if co-sharing, scanned from the Stabilization and Participant Agreement)*
- Letter of Compliance (LOC) with Massachusetts Lead Law, or Letter of Interim Control, which addresses urgent lead hazards and is valid for up to two years (valid for one year with an option to renew), is also acceptable. LOCs do not expire and are considered valid so long as the conditions of the home remain the same. *(these must be provided **only** if a building pre-dates 1978 and the family has a child under six years old.)*

HomeBASE Stabilization and Participant Agreement

- **HomeBASE Stabilization and Participant Agreement -**
08/08/2024: This document outlines the HomeBASE participation expectations, as well as language pertaining to appeal or grievance rights, and other necessary disclosures. It also includes the HomeBASE Host/Family/Guest Household Assistance Agreement to be used when HomeBASE participant will be co-sharing a unit with another family. Here are the links to this document in different languages:
[English](#) | [Spanish](#) | [Portuguese](#) | [Haitian Creole](#) | [Cape Verdean Creole](#)

Example of Lease

Check to ensure the lease includes the name of EA HOH, lease start date and end date, agreed upon terms including monthly rent, signatures from landlord and tenant/EA HOH.

Property Management Company
[REDACTED] **Lease Agreement**

I. Cover Page

A. PARTIES. This Lease Agreement ("Lease") is made on the **22nd** day of **APRIL, 2024**, by and among [REDACTED] ("Owner"), as landlord, the owner of [REDACTED] ("Community") and [REDACTED] (collectively, "Resident", "you", "your", whether one or more).

The terms "you" and "your" refer to Resident and to occupants aged 18 and above. You are leasing Apartment [REDACTED] and parking [REDACTED] the "Apartment") at a legal address of [REDACTED] MA [REDACTED]. For purpose of service of process and service of notices and demands, you agree that your address is the Apartment.

Windsor Property Management Company ("Agent") manages the Community. The terms "we", "us" and "our" refer to Owner or Agent, as applicable. The Leasing Office address for the Community is [REDACTED] MA [REDACTED] ("Leasing Office"); telephone: [REDACTED]. Notices, demands and service of process for Owner and/or Agent may be served upon Agent at the Leasing Office.

B. PERMITTED OCCUPANTS. The following people, who must be 17 years of age and under, may occupy the Apartment in addition to you ("Permitted Occupants"). You agree that any occupant not listed is unauthorized. You agree to limit visitors to 4 consecutive days and 2 occasions in any one month. You agree that the total number of occupants may be limited by state and local laws and regulations. You also understand and agree that the presence of unauthorized occupants in the Apartment is a breach of the Lease. You agree you are responsible for the actions of Permitted Occupants, guests and visitors, whether authorized or not.

[REDACTED]

C. TERM, RENEWAL/NON-RENEWAL, NOTICE TO VACATE.

1. The term of the Lease ("Term") begins at 12:00 noon on [REDACTED] ("Commencement Date") and ends at 12:00 noon on [REDACTED] ("Termination Date").

2. Upon expiration of the Term of the Lease, but not upon the earlier termination of the Lease, the Lease shall continue as a month-to-month tenancy unless one of the following occurs:

- (a) You sign and return a renewal lease to us at least 60 days prior to the Termination Date;
- (b) You give us written notice to vacate at least 60 days prior to the Termination Date stating that the month-to-month tenancy shall not commence;
- (c) We give you at least 30 days' written notice to vacate prior to the Termination Date stating that the month-to-month tenancy shall not commence; or
- (d) You exercise the Early Lease Termination Option set forth in the Terms and Conditions section of the Lease.

[REDACTED]

including termination of the Lease or recovery of damages from Owner or from any other Representatives or Released Parties.

WITNESS OUR RESPECTIVE HANDS THIS 22nd DAY OF APRIL, 2024.

| | |
|--|---|
| <p>RESIDENTS (Includes all occupants aged 18 and above)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>(Insert name of Resident under signature line)</p> | <p>OWNER</p> <p>By: [REDACTED] Company, Its Agent</p> <p>By: [REDACTED] Authorized Signatory</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> |
|--|---|

Example of Furniture Invoice

INVOICE

NO.

B.D.'s

Square One Mall, 1201 Broadway+ Saugus , MA, 01906 (781)233-4400

90 Washington Street + Dorchester, MA 02121 (617) 427-8700

699 Hartford Ave. + Providence, RI 02909 (401) 331-8200

282 Border Street + East Boston, MA 02128 (617) 569-0111

290 Broadway + Chelsea, MA 02150 (617) 884-9470

SOLD TO: 4-23-2024

NAME : TELEPHONE :

STREET : DIRECTION FOR DELIVERY

CITY : STATE ZIP CODE

| QTY. ORDERED | | DESCRIPTION | UNIT | AMOUNT |
|-----------------|--|---------------------|------|--------|
| | | Twin mattress & box | | 250 |
| | | | | |
| | | full mattress & box | | 300 |
| | | | | |
| 2 | | Metal frame | 70x2 | 140 |
| | | | | |
| | | Table and 4 chairs | | 450 |
| | | | | |
| | | Delivery & setup | | 150 |
| | | | | |
| | | | | |

Page 1 of 2

| | | | | | |
|--|--|--|----------|------|--|
| | | | | | |
| | | | SUBTOTAL | | |
| | | | Tax | | |
| | | | TOTAL | 1290 | |

HomeBASE Type & Level Determinations

Examining a family's unique circumstances

Note: Determined based on the needs of the family.





Benefit Distribution Plan

Determined by EA Shelter, and RAA staff in collaboration with EA Family.

Based on individualized needs:

- Benefit amount
- Distribution plan
- Correspondent to housing stability needs
- Driven by goal of rapid rehousing
- Subsidized housing or moves out-of-state may not require full maximum benefit amount



Benefit Determinations

- EA shelter and RAA staff conduct assessments to determine benefit (e.g., dollar amount up to cap), based on family situation.
- Family receives a copy of the “Stabilization and Participant Agreement”, including “Notice Regarding Level and Type of Benefit”
 - Type of assistance
 - Participation expectations
 - Rights to an appeal or grievance
 - Disclosures
- Staff must support households in reasonable plans to end homelessness
 - RAA reviews proposed amount to ensure rent coverage (after family’s minimum 30% of household income portion) & housing stability for minimally 24 months, up to 3 years
 - Following the initial 2-years (24 months) of HomeBASE assistance, families who continue to meet HomeBASE eligibility requirements may access a third year of assistance, up to \$15,000, to maximize housing stability. Families can access a third year on need and can work with their stabilization case manager to submit a Reallocation of Funds Request Form to access the third year of HomeBASE assistance.

There are some clear circumstances –such as having received a housing subsidy-- where a family will not be eligible for a third year of HomeBASE. These circumstances are aligned with eligible uses for HomeBASE rental stipends which are outlined below and in the [HomeBASE Administrative Plan](#).

- Families may accept, or appeal within 7 days of receipt of notice



HomeBASE Rental Stipend Calculator

HLC has created a Rental Stipend Calculator Excel tool to help providers calculate families' HomeBASE rental stipends and develop a benefits distribution plan ([HomeBASE Rental Stipend Calculator](#))

- Providers will input the amount of rent due, the family's income, the % of income the family will contribute, the amount of SRI/ED funds, and other HomeBASE Allowable expenses (other than rental stipends) for each month.
- The tool will calculate the amount the family will contribute each month and the monthly HomeBASE payments. The tool will track yearly totals and provide color coded alerts if the distribution plan is at risk or out of compliance with admin plan requirements.

| Year 1 | | | | | | | | | | | | | Total |
|---|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| Rent Due | | | | | | | | | | | | | \$ - |
| Family Income | | | | | | | | | | | | | \$ - |
| % of Income Family Will Contribute | | | | | | | | | | | | | |
| SRI/ED Funds | | | | | | | | | | | | | \$ - |
| Other HomeBASE Allowable Expenses (Security deposit, furniture, arrears, etc.) | | | | | | | | | | | | | \$ - |
| Family Contribution | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| HomeBASE Monthly Rental Payments | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total HomeBASE Payments (Other Allowable Expenses + Monthly Rental | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Scenario 1





Scenario 1 (for Demonstration Purposes ONLY)

The family's initial monthly income is \$2,300 and monthly rent is \$2,500.

- Minimum 30% contribution by the family initially = \$690.

In addition to up to \$30,000 in funds from HomeBASE, the family has access to SRI funds (covering the cost of the first two months of rent to support family w/rent while waiting for employment to begin.)

The case manager sets aside \$1,000 for furniture.

The family's plan is to increase their income as part of their stabilization plan.

Example from new HomeBASE Rental Stipend Calculator



| Year 1 | | | | | | | | | | | | | | |
|--|-----------|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|--|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | |
| Rent Due | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 30,000 | |
| Family Income | \$ - | \$ - | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 23,000 | |
| % of Income Family Will Contribute | 0% | 0% | 30% | 30% | 45% | 45% | 45% | 45% | 45% | 45% | 45% | 45% | | |
| SRI/ED Funds | \$ 2,500 | \$ 2,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | |
| Other HomeBASE Allowable Expenses (Security deposit, furniture, arrears, etc.) | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,000 | |
| Family Contribution | \$ - | \$ - | \$ 690 | \$ 690 | \$ 1,035 | \$ 1,035 | \$ 1,035 | \$ 1,035 | \$ 1,035 | \$ 1,035 | \$ 1,035 | \$ 1,035 | \$ 9,660 | |
| HomeBASE Monthly Rental Payments | \$ - | \$ - | \$ 1,810 | \$ 1,810 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 15,340 | |
| Total HomeBASE Payments (Other Allowable Expenses + Monthly Rental | \$ 1,000 | \$ - | \$ 1,810 | \$ 1,810 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 1,465 | \$ 16,340 | |
| | | | | | | | | | | | | | | |
| Year 2 | | | | | | | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | |
| Rent Due | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 30,000 | |
| Family Income | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ 27,600 | |
| % of Income Family Will Contribute | 50% | 50% | 55% | 55% | 60% | 60% | 60% | 65% | 65% | 65% | 65% | 65% | | |
| SRI/ED Funds | | | | | | | | | | | | | \$ - | |
| Other HomeBASE Allowable Expenses (Security deposit, furniture, arrears, etc.) | | | | | | | | | | | | | \$ - | |
| Family Contribution | \$ 1,150 | \$ 1,150 | \$ 1,265 | \$ 1,265 | \$ 1,380 | \$ 1,380 | \$ 1,380 | \$ 1,495 | \$ 1,495 | \$ 1,495 | \$ 1,495 | \$ 1,495 | \$ 16,445 | |
| HomeBASE Monthly Rental Payments | \$ 1,350 | \$ 1,350 | \$ 1,235 | \$ 1,235 | \$ 1,120 | \$ 1,120 | \$ 1,120 | \$ 1,005 | \$ 1,005 | \$ 1,005 | \$ 1,005 | \$ 1,005 | \$ 13,555 | |
| Total HomeBASE Payments (Other Allowable Expenses + Monthly Rental Stipends) | \$ 1,350 | \$ 1,350 | \$ 1,235 | \$ 1,235 | \$ 1,120 | \$ 1,120 | \$ 1,120 | \$ 1,005 | \$ 1,005 | \$ 1,005 | \$ 1,005 | \$ 1,005 | \$ 13,555 | |
| | | | | | | | | | | | | | | |
| Year 3 | | | | | | | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | |
| Rent Due | | | | | | | | | | | | | \$ - | |
| Family Income | | | | | | | | | | | | | \$ - | |
| % of Income Family Will Contribute | | | | | | | | | | | | | | |
| SRI/ED Funds | | | | | | | | | | | | | \$ - | |
| Other HomeBASE Allowable Expenses (Security deposit, furniture, arrears, etc.) | | | | | | | | | | | | | \$ - | |
| Family Contribution | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| HomeBASE Monthly Rental Payments | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total HomeBASE Payments (Other Allowable Expenses + Monthly Rental Stipends) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | | | | | | | | | | | | | | |
| HomeBASE Total (Year 1+2)* | \$ 29,895 | < Should be adjusted to follow admin plan requirements | | | | | | | | | | | | |
| *Should not exceed \$30,000 | | | | | | | | | | | | | | |

Instructions:

Enter the values for the grey fields for each month (**Rent Due**, **Family Income**, **% of Income Family Will Contribute**, and **SRI/ED Funds**, and **Other HomeBASE Allowable Expenses**). For the "% of Income Family Will Contribute", select a percentage from the drop down menu by clicking on the grey arrow next to the cell you want to fill. If the family is not receiving SRI/ED funds for the month, enter zero in the cell. Other HomeBASE Allowable expenses include expenses other than rental stipends that can be covered by HomeBASE funds (moving costs, security deposit, arrears, etc.)

The tool will calculate the Family Contribution, the HomeBASE Monthly Rental Payment amount, and the Total HomeBASE Payment amount based on these entries.

SUGGESTED: The HomeBASE Payment Total for Year 1 will turn **YELLOW** if the payments exceed \$15,000 for Year 1. EOHLC recommends spending \$15,000 or less of a family's benefit in Year 1 to ensure the family will have sufficient HomeBASE benefits reserved for Year 2.

Families must be supported with reasonable distribution plans to resolve their homelessness. RAAs are responsible for ensuring that the monthly rent is covered by the family's payment towards rent, the HomeBASE rental stipend, and any other funding sources that may be available to ensure the family's housing stability for 24 months at minimum, and up to an additional 12 months . If the family needs more funding for Year 1, consider using more SRI and ED funds, if possible. However, if a family's unique circumstances require spending more than \$15,000 in Year 1, families can exceed the suggested guideline.

REQUIRED: The total HomeBASE stipend must NOT exceed \$30,000 for Year 1 + Year 2 or \$15,000 for Year 3. If the stipend exceeds this amount, the cell with the stipend total will turn **RED**, and you should adjust the family's plan to stay within the HomeBASE admin plan requirement.

Please note, the HomeBASE Rental Stipend Calculator is designed to help providers create a benefit distribution plan. This is an optional resource and providers are not required to use the tool if they have an alternative method for drafting benefits distribution plans.



HomeBASE Reallocation of Funds Form

Where to find :

- **Rapid Re-housing [Portal](#)**
- **HomeBASE Reallocation of Funds Form-** HomeBASE Reallocation of Funds Form completed by the Stabilization Case Manager and submitted to the Regional Administering Agency (RAA) for review along with invoices if applicable. Use the original HomeBASE tenant application submitted at the start of the HomeBASE benefit. Do not start a new application in E2E. If there is a new owner/landlord, the new owner/landlord will need to create/submit a new landlord application in E2E after the HomeBASE Reallocation of Funds Form has been approved by the RAA.

HomeBASE Required Documentation



Stabilization and Participant Agreement

- HomeBASE Data Collection Summary Form
- Stabilization Agreement Program Participant Obligations
- Voluntary Authorization to Release Information
- Appeal Rights
- Single Incident Reasons for Termination Form
- **Only required if the family is moving into a co-living arrangement:**
HomeBASE Host Family or Guest Household Assistance Agreement

HomeBASE Checklist

- Signed Lease
- Breakdown of Funds *(see the Rental Stipend Calculator tool for guidance)*
- Proof of EA Eligibility
 - EA Provider Shelter Letter *(for families entering HomeBASE from EA shelter; must include the date the family entered shelter, and family members on the grant)*
 - NFL-9A *(for families entering HomeBASE from Diversions)*
 - Shelter letter *(letter confirming family was residing in shelter and is now leaving – DV/BSAS referrals only)*

Case-dependent required documents. The following documents are only required in specific cases where HomeBASE is being used for the noted expenses. These documents need to be uploaded into E2E if applicable.

- Rent share letter from a housing subsidy provider *(if applicable)*
- Proof of arrears from a landlord or utility provider *(if applicable)*
- Furniture invoice *(if applicable)*
- HomeBASE Host Family/Guest Household Agreement *(if co-sharing, scanned from the Stabilization and Participant Agreement)*
- Letter of Compliance (LOC) with Massachusetts Lead Law, or Letter of Interim Control, which addresses urgent lead hazards and is valid for up to two years (valid for one year with an option to renew), is also acceptable. LOCs do not expire and are considered valid so long as the conditions of the home remain the same. *(these must be provided **only** if a building pre-dates 1978 and the family has a child under six years old.)*

HomeBASE

Reallocation of Funds Form Example 1

HomeBASE REALLOCATION OF FUNDS REQUEST FORM

Clients Name: Jane Smith

Date: 12/10/2024

E2E Case Number: 0000001

Transperfect Code:

HomeBASE Reallocation of Funds Form completed by the Stabilization Case Manager and submitted to the Regional Administering Agency (RAA) for review along with invoices if applicable. Use the original HomeBASE tenant application submitted at the start of the HomeBASE benefit. Do not start a new application in E2E. If there is a new owner/landlord, the new owner/landlord will need to create/submit a new landlord application in E2E after the HomeBASE Reallocation of Funds Form has been approved by the RAA.

☒ Year 1 or 2 Reallocation Request

☒ Request for reallocation of HomeBASE funds (amount must be available from remaining HomeBASE balance): \$25000

☐ Year 3

☐ Request for year 3 HomeBASE funds amount, up to \$15,000. (Please see the HomeBASE Administrative Plan for additional year 3 guidance): \$

☒ Remain in current unit

☐ Moving to a new unit

☐ New owner/landlord (if box is checked landlord application will need to be submitted in E2E once RAA approves the HomeBASE reallocation of Funds request)

HomeBASE


Reallocation of Funds Form Example 1

Please provide a short narrative explaining the need for reallocation request and the breakdown of the amount requested. If requesting a change in stipends, first, last, or security, be sure to check the box above in page 1 indicating if the payments is to a new owner.

The family lost hours at work and their income decreased. The families 30% contribution towards rent will need to be reduced, please see updated rental stipend calculations based on the families new monthly income of \$1700.

If requesting reallocation of HomeBASE stipends, please complete below:

| Month Feb. | Month March | Month April | Month May | Month June | Month July | Month Aug. | Month Sept. | Month Oct. | Month Nov. | Month Dec. | Month Jan. |
|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| HBHA \$2000 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 2000 |
| Client \$ 0 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 0 |

HomeBASE Head of Household Signature: 

Date: 12/13/2024

Stabilization Case Manager Signature: 

Date: 12/13/2024

Approved: Yes ☒ No ☐

RAA Signature: 

Date: 12/17/2024

Reallocation of funds request Form is required to be uploaded to E2E for the Regional Administering Agency to begin reviewing and processing the HomeBASE request.

HomeBASE REALLOCATION OF FUNDS REQUEST FORM

Clients Name: John Smith

Date: 12/10/2024

E2E Case Number: 0000000 Transperfect Code: Enter Transperfect Code

HomeBASE Reallocation of Funds Form completed by the Stabilization Case Manager and submitted to the Regional Administering Agency (RAA) for review along with invoices if applicable. Use the original HomeBASE tenant application submitted at the start of the HomeBASE benefit. Do not start a new application in E2E. If there is a new owner/landlord, the new owner/landlord will need to create/submit a new landlord application in E2E after the HomeBASE Reallocation of Funds Form has been approved by the RAA.

☒ Year 1 or 2 Reallocation Request

☒ Request for reallocation of HomeBASE funds (amount must be available from remaining HomeBASE balance): \$ 14,800

☐ Year 3

☐ Request for year 3 HomeBASE funds amount, up to \$15,000. (Please see the HomeBASE Administrative Plan for additional year 3 guidance) : \$ Enter amount

☐ Remain in current unit

☒ Moving to a new unit

☒ New owner/landlord (if box is checked landlord application will need to be submitted in E2E once RAA approves the HomeBASE reallocation of Funds request)

Reallocation of Funds Form Example 2

HomeBASE

Please provide a short narrative explaining the need for reallocation request and the breakdown of the amount requested. If requesting a change in stipends, first, last, or security, be sure to check the box above in page 1 indicating if the payments is to a new owner.

Family's lease ended and new unit was located for family to move. Family would like to use remaining HomeBASE funds to relocate to new unit. Family will need First and last as well as stipends. First and Last are in the amount of \$2000.

If requesting reallocation of HomeBASE stipends, please complete below:

| Month Feb. | Month March | Month April | Month May | Month June | Month July | Month Aug. | Month Sept. | Month Oct. | Month Nov. | Month Dec. | Month Jan. |
|-------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| HBHA \$2000 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 1080 | HBHA \$ 2000 |
| Client \$ 0 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 920 | Client \$ 0 |

HomeBASE Head of Household Signature:

[Signature]

Date: 12/13/2024

Stabilization Case Manager Signature:

[Signature]

Date: 12/13/2024

Approved: Yes ☒ No ☐

RAA Signature:

[Signature]

Date: 12/17/2024

Reallocation of funds request form is required to be uploaded to E2E for the Regional Administering Agency to begin reviewing and processing the HomeBASE request.

Reallocation of Funds Form Example 2

HomeBASE

HomeBASE REALLOCATION OF FUNDS REQUEST FORM

Clients Name: James Doe

Date: 12/13/2024

E2E Case Number: 007777333 Transperfect Code:

HomeBASE Reallocation of Funds Form completed by the Stabilization Case Manager and submitted to the Regional Administering Agency (RAA) for review along with invoices if applicable. Use the original HomeBASE tenant application submitted at the start of the HomeBASE benefit. Do not start a new application in E2E. If there is a new owner/landlord, the new owner/landlord will need to create/submit a new landlord application in E2E after the HomeBASE Reallocation of Funds Form has been approved by the RAA.

☐ Year 1 or 2 Reallocation Request

☐ Request for reallocation of HomeBASE funds (amount must be available from remaining HomeBASE balance): \$

☒ Year 3

☒ Request for year 3 HomeBASE funds amount, up to \$15,000. (Please see the HomeBASE Administrative Plan for additional year 3 guidance): \$ 15,000

☒ Remain in current unit

☐ Moving to a new unit

☐ New owner/landlord (if box is checked landlord application will need to be submitted in E2E once RAA approves the HomeBASE reallocation of Funds request)

Reallocation of Funds Form Example 3

HomeBASE

Please provide a short narrative explaining the need for reallocation request and the breakdown of the amount requested. If requesting a change in stipends, first, last, or security, be sure to check the box above in page 1 indicating if the payments is to a new owner.

James Doe family is facing a financial crunch due to the father's sudden job loss. Despite actively seeking new employment, his unemployment benefits have not been enough to cover the increasing rent costs. The 3rd-year stipends rental assistance would help them stay in their current home while they navigate this transitional period.

Reallocation of Funds Form Example 3

If requesting reallocation of HomeBASE stipends, please complete below:

| Month Apr | Month May | Month Jun | Month Jul | Month Aug | Month Sep | Month Oct | Month Nov | Month Dec | Month Jan | Month Feb | Month Mar |
|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| HBHA \$ 2000 | HBHA \$ 1800 | HBHA \$ 1600 | HBHA \$ 1500 | HBHA \$ 1400 | HBHA \$ 1400 | HBHA \$ 1300 | HBHA \$ 1200 | HBHA \$ 1000 | HBHA \$ 800 | HBHA \$ 600 | HBHA \$ 400 |
| Client \$ 400 | Client \$ 600 | Client \$ 800 | Client \$ 900 | Client \$ 1000 | Client \$ 1000 | Client \$ 1100 | Client \$ 1200 | Client \$ 1400 | Client \$ 1600 | Client \$ 1800 | Client \$ 2000 |

HomeBASE


HomeBASE Head of Household Signature:  Date: 12/12/2024

Stabilization Case Manager Signature:  Date: 12/12/2024

Approved: Yes ☒ No ☐

RAA Signature:  Date: 12/17/2024

Reallocation of funds request Form is required to be uploaded to E2E for the Regional Administering Agency to begin reviewing and processing the HomeBASE request.



Who is eligible for the 3rd year of assistance? How can a family access year 3 funding?

- Following the initial 2-years (24 months) of HomeBASE assistance, families who continue to meet HomeBASE eligibility requirements may access a third year of assistance, up to \$15,000, to maximize housing stability. Families can access a third year based on need and can work with their stabilization case manager to submit a Reallocation of Fund Request Form to access the third year of HomeBASE assistance.
 - There are some clear circumstances- such as having received a housing subsidy—where a family will not be eligible for a third year of HomeBASE. These circumstances are aligned with eligible uses for HomeBASE rental stipends which are outline in the [FY 24 HomeBASE Admin Plan](#)
 - **Rapid Re-housing** [Portal](#)
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